

AUTO TECH CREDENTIAL

Controlled operational form - use with the applicable signed agreement and current Shop Rules

Per-person credential record. Use to document identity, authorization, certifications and task restrictions. This form does not guarantee competence and does not replace the separate Insurance Renewal Log.

1. AUTO TECH PROFILE

Legal name	Business / DBA	Entity / EIN reference
Address	Phone	Email
Emergency contact / phone	Government ID type / last 4	Profile photo/file reference

2. CORE CREDENTIALS AND BUSINESS STATUS

Credential / registration	Number / jurisdiction	Issue / effective	Expiration	Verified source / date
Michigan mechanic certification or trainee permit				
Repair facility registration affiliation, if applicable				
Driver license / authorization for vehicle movement				
Business/entity registration, if applicable				

Credential copies stored at: _____ Insurance Renewal Log record no.: _____

3. MICHIGAN CERTIFICATION CATEGORIES

Record only categories supported by current source documentation. Facility verification does not expand the scope of a state-issued credential.

Category	Verified	Source / number	Expires	Restriction / note
Engine repair	☐ Yes ☐ No			
Engine tune-up / performance	☐ Yes ☐ No			
Front end / suspension	☐ Yes ☐ No			
Brakes / braking systems	☐ Yes ☐ No			
Automatic transmission	☐ Yes ☐ No			
Manual transmission / drivetrain	☐ Yes ☐ No			

3. MICHIGAN CERTIFICATION CATEGORIES - CONTINUED

Category	Verified	Source / number	Expires	Restriction / note
Electrical systems	☐ Yes ☐ No			
Heating / air conditioning	☐ Yes ☐ No			
Collision-related / unitized body structural repair	☐ Yes ☐ No			
Motorcycle	☐ Yes ☐ No			
Pre-1973 vehicles / specialty	☐ Yes ☐ No			
Heavy-duty truck category	☐ Yes ☐ No			
Other: _____	☐ Yes ☐ No			

4. SPECIALTY TRAINING / TASK QUALIFICATION

Training / qualification	Provider / evidence	Completed	Expires / refresh	Verified by
Vehicle lift operation				
Paint booth / coatings / SDS				
Hot work / welding / fire watch				
Respiratory protection / fit testing status				
Refrigerant recovery / handling				
Electric / hybrid high-voltage				
Spill, waste and emergency procedures				
Other: _____				

5. AUTHORIZED RESOURCES AND RESTRICTIONS

☐ Bay/general hand tools	☐ Vehicle lift/hoist
☐ Full tool set	☐ Prep room
☐ Paint booth	☐ Hot work
☐ Vehicle movement	☐ Customer vehicle key custody
☐ Approved helpers under separate authorization	☐ Other: _____

Task, equipment, supervision or access restrictions: _____

6. VERIFICATION AND ANNUAL REVIEW

☐ Original or reliable issuing-source record reviewed		☐ Name and identifying information match	
☐ Issue/expiration dates recorded		☐ Authorized task scope matches documented category/training	
☐ Insurance status cross-checked only in separate Insurance Renewal Log		☐ Copies stored with restricted access	
☐ Auto Tech advised to report changes immediately		☐ Next review date assigned	
Initial review date	Facility reviewer	Decision	Next review due
		☐ Approved ☐ Approved with restrictions ☐ Pending ☐ Denied	

7. CHANGE, EXPIRATION OR SUSPENSION LOG

Date	Credential / authorization affected	Change / reason	Access action	Reviewer / notice

8. AUTO TECH ACKNOWLEDGMENT

I certify that the information and copies I supplied are accurate and current. I will work only within my lawful credential, training and Facility authorization; maintain required credentials; notify the Facility immediately of suspension, expiration, restriction, investigation or material change; and stop work when a task exceeds my qualification. I understand Facility verification is an administrative access decision, not a warranty of my skill, legal status or work quality.

Auto Tech Signature: _____ Printed name: _____ Date/time: _____	Facility credential reviewer Signature: _____ Printed name: _____ Date/time: _____
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Final status: ☐ Active ☐ Restricted ☐ Pending ☐ Suspended ☐ Expired ☐ Closed Effective: _____